

Youth Opportunity Boston– Transitional Employment Services

Job Level (2)

Description

The Job level in the Transitional Employment Services is targeted to youth with little employment history and need to exhibit positive work behaviors. This level provides participants with short-term, community-based, subsidized employment. The Job level encourages the development of workplace etiquette and job retention skills in youth. It also challenges youth to meet employer expectations. Community based organizations have the opportunity to apply to hire a youth for a two-month period of time with the commitment to closely supervise and support the member in their job performance. At this level, youth will be required to complete a project.

Criteria

- Member of the Youth Opportunity Boston program.
- Little work history, at least three months at a job.
- Motivated/willing to work.
- Possible Community Service Learning level graduate.
- Dresses appropriately; good hygiene.
- Stable living situation and/or daycare status.
- JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

Requirements

- Minimum 85% attendance.
- Completed 1st & 2nd review of Work Based Learning Plan.
- Completed Community-Service Learning Project.
- Attend assigned JRT workshops.
- Has draft of Job Readiness Portfolio

Workshops

Workshops will be conducted on an on-going basis on workplace etiquette, conflict resolution, workplace diversity, and sexual harassment training. Members will be asked to attend the workshops, in order to prepare them for private sector opportunities and with on-the- job issues.

Disciplinary Policy

Members will be asked to read and adhere to the policies at their individual work sites. They will be held to the same rules, regulations, and expectations as the employees at the assigned community based organization.

Work Based Learning Plan

The goal of the Work Based Learning Plan is to assess a member's level and set goals.

- When the member is hired the direct supervisor, member, and Career Specialist will discuss the job duties and responsibilities, in order for everyone to be clear about goals.
- 1st Review should be conducted two weeks after student has started the position and will be used to assess the member's work readiness level. Goals will be set for the member, to encourage he/she to reach the next level of skill acquisition.
- 2nd Review will be used to assess the employability skills gained by the member.

Exit Survey

The member will use this tool to assess the program services. The Career Specialist, Community Resource Coordinator, and Case Manager will use this to assess the member's gain and present the next step.

Next Steps

When the member completes the Sponsored Job level, they will meet with their Case Manager and Career Specialist to determine the next steps that will be taken to secure employment, at the private sector level.